

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME PALISADES PARK COUNTY BERGEN
 TYPE OF EXAMINATION ATTORNEY BILLING PRACTICE REVIEW OFAC CASE #INV-029-17
 DATE OF BOARD MEETING AUGUST 30, 2017
 CONTACT PERSON PAUL STABILE
 TELEPHONE NUMBER 201-947-3550 x1603 FAX NUMBER 201-585-9214


RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION	
1	Utilize deliberative and efficient process for award of professional service contracts	All professional service contracts shall be issued in a deliberative and efficient manner that ensures the school district receives the highest quality services at a fair and competitive price. This may include, but is not limited to, solicitation of contracts through a request for proposals (RFP) based on cost and other specified factors or other comparable processes such as seeking requests for qualifications (RFQ)	Compliance with NJAC 6A:23A-5.2(a)5 in solicitation of RFP's and RFQ's for professional service contracts.	Business Administrator, Superintendent, Board of Education	December 2017
2	Comply with required advertisement of all professional service contracts	Notice of the award of all contracts for professional services shall be published in the official newspaper in accordance with NJSA 18A:18A-5(a)(1)	Advertisements shall be placed in the official newspaper after award of all contracts for professional contracts	Business Administrator	December 2017



 CHIEF SCHOOL ADMINISTRATOR

9/25/17

 DATE



 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

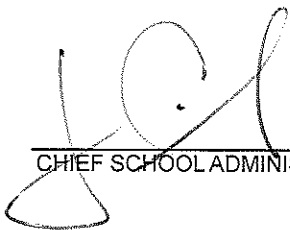
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3 Comply with NJAC 6A:23A-5.2(a)4 I, ii, iii, iv	All contracts for legal services shall include the provisions of NJAC 6A:23A-5.2(a)4 I, ii, iii, iv	Compliance with provisions of NJAC 6A:23A-5.2(a)4 I, ii, iii, iv shall be verified as a condition of payment of invoices for legal services	Business Administrator	September 2017
4 Comply with NJAC 6A:23A-5.2(a)(3)	Establish procedures to limit the number of persons who are authorized to contact the attorney(s), prevent unnecessary use of counsel for routine management decisions or for readily available information, require that requests for legal advice be in writing and to review usage of counsel services as shown on monthly invoicing to ensure effective and appropriate use of services.	Adopt policies to establish procedures in accordance with NJAC 6A:23A-5.2(a)(3)	Business Administrator, Superintendent	September 2017



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